



INEEL Technical Library - Access Policy
Hours: Monday – Thursday 7:30a.m. – 5:30p.m.
Alternating Fridays 7:30a.m. – 5:00p.m.
Information Desk: 526-1185

Library access and services are available to Idaho National Engineering and Environmental Laboratory (INEEL) employees and others who are directly involved in performing US Department of Energy (DOE) work. In addition, the following policies are in effect.

- **University Students and Staff:** Cooperative agreements between the INEEL, Idaho State University, and the University of Idaho permit unbadged staff and students **with university identification** to access the library. Call 6-1185 from the library lobby or 526-1185 from a non-INEEL phone. Students and staff must complete an application indicating the nature of their research. This must be approved by the Library Manager or his designee.
- **Researchers:** The Technical Library is open to private citizens, including retired INEEL employees, who are engaged in a bona fide research project. Researchers must complete an application requiring approval by the Library Manager or his designee to gain temporary access. Allow 48-72 hours for approval.
- **General Public:** The general public may be admitted on a case-by-case basis if they have a need-to-know and give twenty-four hour advance notice to the Library Manager (526-1144). Current security policies require escort by an INEEL employee.

Catalogs: The library's book catalog, including journal holdings information, is accessible through the Technical Library's External Home Page at <http://www.inel.gov/library/>. The public can obtain materials through their own library's interlibrary loans service. The INEEL Technical Library honors interlibrary loan requests from bona fide libraries. Libraries may call 526-1195 or 526-5856.

DOE Idaho Public Reading Room: This policy does not affect access to the Public Reading Room located inside the main entrance of the Tingey Administration Building (formerly University Place) at 1776 Science Center Drive. The Reading Room is open to the public from 8 a.m. to 5 p.m. Monday through Thursday and alternating Fridays. (Call 526-1185 for Friday schedule.) The catalog is available from the external web page mentioned above.

Non-US citizens from a country on the US Department of State "List of State Sponsors of Terrorism," will be denied access.

Brent N. Jacobsen
Library Manager
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